



**State of New Mexico
Purchase Order**

CHANGE ORDER

PO Number to be on all Invoices and Correspondence

Dispatch via Print

Purchase Order	Date	Revision	Page
69000-0000049651	02/18/2016	1 - 02/18/2016	1
Payment Terms	Freight Terms		Ship Via
Pay Now	FOB Destination		Best Way
Buyer	Phone		
DAVID F. JARAMILLO	505/827-3820		
Ship To:	1120 PASEO DE PERALTA, ROOM 212		
	SANTA FE NM 87502		
	United States		

Children, Youth & Family Dept

P.O. DRAWER 5160
SANTA FE NM 87501
United States

Vendor: 0000054450
THE UNIVERSITY OF NEW MEXICO
PURCHASING DIVISION
609 BUENA VISTA NE
ALBUQUERQUE NM 87131

Bill To: P.O. DRAWER 5160
SANTA FE NM 87501
United States

Origin: EXE **Excl#:** 13-1-98A

Line-Sch	Item/Description	Mfg ID	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	Technical Assistance and Data Management. FY16		1.00 EA	2,245,136.00	2,245,136.00	07/08/2015
	69000-20080-4025000000-535600-	-007727- -	-116-50000	Schedule Total	<u>2,245,136.00</u>	
	Contract ID: 13-690-15244-2		Contract Line: 0	Release: 4		
			Item Total	<u>2,245,136.00</u>		
2- 1	Add an additional \$195,000.00 for FY16, add Early Pre-K components to deliverable.		1.00 EA	195,000.00	195,000.00	02/18/2016
	69000-20080-4025000000-535600-	-007727- -	-116-50000	Schedule Total	<u>195,000.00</u>	
	Contract ID: 13-690-15244-3		Contract Line: 0	Release: 1		
			Item Total	<u>195,000.00</u>		

CONTRACT: 13-690-15244-2

CONTRACT: 13-690-15244

Total PO Amount

2,440,136.00

Agency Approval - I certify that the proposed purchase represented by this document is authorized by and is made in accordance with all State (and if applicable Federal) legislation rules and regulation. I further certify that adequate unencumbered cash and budget expenditure authority exists for this proposed purchase and all other outstanding purchase commitments and accounts payable.

Authorized Signature

**State of New Mexico
Children, Youth and Families
Information Technology Agreement
Contract 13-690-15244
Amendment No. Three**

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **Children, Youth and Families**, hereinafter referred to as the "Procuring Agency," and **The Regents of the University of New Mexico**, herein after referred to as the "Contractor".

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED CONTRACT ARE AMENDED AS FOLLOWS:

1. Terms and Conditions.

ARTICLE 3 – COMPENSATION – Paragraph B

B. Payment. Increase funding for FY16 by \$195,000.00. Total compensation shall not exceed \$7,198,202.00. Deliverables 1.B thru 3.A will be adjusted accordingly to reflect new monthly and annual amounts.

2. Exhibit A – Scope of Work

Amend the SOW to incorporate PreK and Early PreK updates for each Deliverable and Subtask as required by the Agency.

EXHIBIT A – SCOPE OF WORK
REGENTS OF THE UNIVERSITY OF NEW MEXICO

Deliverables

Objective #1: To maintain the Early PreK/PreK Program website and the data collection for the State of New Mexico.

A. **DEVELOPMENT, MAINTAIN AND SUPPORT OF www.NewMexicoPreK.org WEBSITE AND DATABASE**

<u>Deliverable #1.A</u>	<u>Due Date</u>	<u>Compensation</u>
Maintain and support www.NewMexicoPreK.org website and database	Monthly through June 30, 2016	\$17,064.00 per month. Annual amount shall not exceed \$204,768.00
Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION
Development, maintenance and support the Early PreK/PreK Program website and the data collection system	Sub 1	<p>The Contractor shall:</p> <ul style="list-style-type: none"> • Provide web designer services. • Development to support new functionality required by the Agency. • Provide data programmer services. • Maintain the Early PreK/PreK website including a public area for access by the general public, links to other appropriate websites and information, and a webpage for each funded Early PreK/PreK program that shall include program information, a list of services, and program contact information. • Continue maintenance of the Early PreK/PreK website. • Modify and maintain software and hardware as needed for all current functions of the website and the database. • Maintain a contractor listserv for the Procuring Agency for ongoing communication.
	Sub 2	<p>The Contractor shall:</p> <ul style="list-style-type: none"> • Work with Procuring Agency's Program Manager to administer agreement. • Submit invoices on a monthly basis to Procuring Agency's Program Manager. • Submit quarterly reports to Procuring Agency. • Train, supervise, and evaluate performance of staff in order to support the Early PreK/PreK Program website and the data collection system. • Attend meetings as required. <p>The Procuring Agency shall:</p> <ul style="list-style-type: none"> • Attend monthly/quarterly NM Early PreK/PreK Leadership Team meetings. • Provide timely feedback and direction when requested by Contractor. • Provide payment on approved invoices on a monthly basis to Contractor

B. DATA COLLECTION AND REPORTING

<u>Deliverable #1.B</u>	<u>Due Date</u>	<u>Compensation</u>
Data Collection	Monthly through June 30, 2016	\$13,863.00 per month. Annual amount shall not exceed \$166,356.00
Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION
Support programs and procuring agency in collection of Early PreK/PreK data	Sub 1	<p>The Contractor shall:</p> <ul style="list-style-type: none"> • Provide training and technical assistance support to CYFD Early PreK/PreK programs to use the data collection system. • Monitor procedures for collecting, and organizing information for input into the data system. • Assist all data system users in accessing and using the database information system. • Manage and maintain the Early PreK/PreK data collection system, ensuring consistency and integrity of data • Oversee collection and reporting of Early PreK/PreK demographics, statistical and assessment information. • Perform ongoing assessment and make recommendations to enhance and modify existing data system to support all aspects of data management.
Process the New Mexico Early PreK/PreK Observational Assessment data	Sub 2	<ul style="list-style-type: none"> • Process the New Mexico Early PreK/PreK Observational Assessment data submitted by all Early PreK/PreK funded programs. • Aggregate the data; and • Maintain required reports for CYFD for review and acceptance.
Support the Procuring Agency in performance monitoring	Sub 3	<ul style="list-style-type: none"> • Generate monthly reports that include current children enrolled in the Early PreK/PreK Program and statistical information related to Early PreK/PreK teacher licensure and education status upon request. • Provide Early PreK/PreK data download as requested for ad hoc reporting • Support Early PreK/PreK Program Manager in maintaining and/or improve an organized system for document retention as required for the New Mexico Early PreK/PreK programs

C. ANALYSIS OF DATA

<u>Deliverable #1.C</u>	<u>Due Date</u>	<u>Compensation</u>
Analysis of Data	Monthly through June 30, 2016	\$8,669.00 per month. Annual amount shall not exceed \$104,028.00
Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION

Analyze Early PreK/PreK data as requested by CYFD		<p>The Contractor shall:</p> <ul style="list-style-type: none"> • Provide data analyst services. • Interpret data, including statistical values, and trend analysis in approved format to be submitted to Procuring Agency for review and approval; make recommendations for adjustments. • Collect, evaluate, and prepare complex statistical data. Prepare statistical and narrative reports and recommendations, and participate in the analysis and interpretation of data. • Create standard and customized electronic reports as defined by Procuring Agency's Program Manager. • Submit electronic and hard copy reports to Procuring Agency for review and approval, on a quarterly basis. • Provide data download as requested for ad hoc reporting
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Objective #2: Provide program support, training and technical assistance to the state-funded Early PreK/PreK Programs in New Mexico by conducting consultant visits, statewide training sessions based on an annual plan, and coordinating the child assessment process.

A. **ON-SITE CONSULTATION SUPPORT TO NEW MEXICO EARLY PREK/PREK TEACHING STAFF AND PROGRAM ADMINISTRATORS FOR UP TO 215 CYFD EARLY PREK/PREK CLASSROOMS STATEWIDE**

<u>Deliverable #2.A</u>	<u>Due Date</u>	<u>Compensation</u>
On-site consultation support to New Mexico Early PreK/PreK teaching staff and program administrators for up to 215 CYFD Early PreK/PreK classrooms statewide	Monthly through June 30, 2016	\$82,749.00 per month. Annual amount shall not exceed \$992,996.00
Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION

<p>Provide on-site consultation support to NM Early PreK/PreK teaching staff and program administrators for up to 215 CYFD Early PreK/PreK classrooms statewide</p>	<p>Sub 1</p>	<p>The Contractor shall:</p> <ul style="list-style-type: none"> • Review, update and implement NM Early PreK/PreK Consultant Guidelines. • Conduct regularly scheduled on-site classroom visits to provide consultation for NM Early PreK/PreK Observational Assessment Tools (authentic observation-documentation- curriculum planning process) and developmentally appropriate practice, as well as help develop, support, and track individual program goals. • Conduct Portfolio Coaching visits in classrooms to review and provide feedback to NM Early PreK/PreK teachers on authentic assessment documentation. • Conduct Portfolio Accountability visits in classrooms to ensure that all portfolio documentation is complete. • Conduct on-site NM Early PreK/PreK Program Administrator meetings to review progress towards goals and address concerns. • Communicate on-site, via email and telephone with NM Early PreK/PreK teachers, administrators and internal support staff regarding site visits, assessment documentation, and other NM Early PreK/PreK requirements. • Complete and deliver reports electronically (for classroom, coaching, and accountability visits as well as administrator meetings) to NM Early PreK/PreK teachers, administrators, UNM CE staff and Procuring Agency's Program Manager and staff. • Disseminate peer-reviewed resources to NM Early PreK/PreK teaching staff, internal support staff and administrators.
<p>Support the Procuring Agency in performance monitoring</p>	<p>Sub 2</p>	<p>The Contractor shall:</p> <ul style="list-style-type: none"> • Attend monthly/quarterly NM Early PreK/PreK Leadership Team meetings. • Record and deliver meeting notes to Procuring Agency's Program Manager. • Train, supervise, and evaluate performance of NM Early PreK/PreK consultants/trainers. • Track and report on consultant services and submit to Procuring Agency's Program Manager for review and acceptance. • Compile and deliver NM Early PreK/PreK Training Professional Development & Consultation Report to Procuring Agency for review and acceptance. • Submit invoices on the approved and required format on a monthly basis to Procuring Agency's Program Manager for review and acceptance.

B. **NEW MEXICO EARLY PREK/PREK OBSERVATIONAL ASSESSMENT TOOLS TRAINING AND ADMINISTRATOR MEETINGS TO EARLY PREK/PREK TEACHING STAFF AND PROGRAM ADMINISTRATORS FOR UP TO 215 CYFD EARLY PREK/PREK CLASSROOMS STATEWIDE**

<u>Deliverable #2.B</u>	<u>Due Date</u>	<u>Compensation</u>
New Mexico Early PreK/PreK Observational Assessment Tools Training to Early PreK/PreK teaching staff and program administrators for up to 215 CYFD Early PreK/PreK classrooms statewide	Monthly through June 30, 2016	\$23,332.00 per month. Annual amount shall not exceed \$279,992.00
Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION
Provide NM Early PreK/PreK Observational Assessment Tools Training and Administrator Meetings to Early PreK/PreK teaching staff and program administrators for up to 215 CYFD Early PreK/PreK classrooms statewide	Sub 1	<p>The Contractor shall:</p> <ul style="list-style-type: none"> • Design and develop an annual NM Early PreK/PreK Training/Meeting Calendar for each year supported by this contract, which includes NM Early PreK/PreK Observational Assessment Tools Trainings and Administrator Meetings. • Plan, develop, coordinate and deliver NM Early PreK/PreK Observational Assessment Tools Trainings for teachers new to NM Early PreK/PreK, returning teachers, internal support staff and administrators in up to 215 CYFD Early PreK/PreK classrooms to include: arranging dates, times, training space, training teams, registration of participants, as well as providing training content including agendas and slides, training information to Early PreK/PreK programs, training supplies, materials, sign-in sheets, evaluations, AV equipment and travel reimbursement within budget allotments per travel policy. • Help to coordinate and deliver at least two (2) NM Early PreK/PreK Administrator Meetings for administrators in up to 215 CYFD Early PreK/PreK classrooms by: arranging dates, times, training space, training teams, registration of participants, to Early PreK/PreK programs, training supplies, materials, sign-in sheets, evaluations, AV equipment and travel reimbursement within budget allotments per travel policy. • Prepare and provide materials for NM Early PreK/PreK Observational Assessment Tools Training and Administrator Meetings including proofing printed material, gathering materials, etc. • Follow up on training topics during regularly scheduled consultation visits. • Provide enhanced/additional training and administrator meetings for programs identified to receive Differentiated Consultation and Support services with priority given to programs located within the Early Childhood Investment Zones.
Support the Procuring Agency in performance monitoring	Sub 2	<ul style="list-style-type: none"> • The Contractor will: • Work with Procuring Agency's Program Manager to administer agreement.

		<ul style="list-style-type: none">• Attend monthly/quarterly NM Early PreK/PreK Leadership Team meetings.• Record and deliver meeting notes to Procuring Agency's Program Manager.• Train, supervise, and evaluate performance of NM Early PreK/PreK consultants/trainers.• Provide training attendance and evaluation reports to Procuring Agency's Program Manager.• Submit invoices on a monthly basis to Procuring Agency's Program Manager on the approved and required format for review and acceptance.
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C. **EARLY CHILDHOOD ENVIRONMENT RATING SCALE-REVISED (ECERS-R)
SUPPORT TO NEW MEXICO EARLY PREK/PREK TEACHING STAFF AND
PROGRAM ADMINISTRATORS**

<u>Deliverable #2.C</u>	<u>Due Date</u>	<u>Compensation</u>
Early Childhood Environment Rating Scale-Revised (ECERS-R) support to New Mexico Early PreK/PreK teaching staff and program administrators	Monthly through June 30, 2016	\$12,499.00 per month. Annual amount shall not exceed \$149,996.00
Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION
Provide Early Childhood Environment Rating Scale-Revised (ECERS-R/ECERS-E) support to NM Early PreK/PreK teaching staff and program administrators	Sub 1	<p>The Contractor shall:</p> <ul style="list-style-type: none"> • Design and develop an annual NM Early PreK/PreK Training Calendar for each contract year, which includes up to twelve (12) NM Early PreK/PreK Early Childhood Environmental Rating Scale-Revised/Early Childhood Environmental Rating Scale-Extension Trainings. • Plan, develop, coordinate and deliver up to twelve (12) NM Early PreK/PreK ECERS-R/ECERS-E Trainings to include: arranging dates, times, training space, training teams, registration of participants, as well as providing training content including agendas and slides, training information to Early PreK/PreK programs, training supplies, materials, sign-in sheets, evaluations, AV equipment and travel reimbursement within budget allotments per travel policy. • Prepare and provide materials for NM Early PreK/PreK ECERS-R/ECERS-E Trainings including proofing printed material, gathering materials, etc. • Ensure that the training on ECERS-R and ECERS-E focuses on items related to teachers/child interactions and using the tools for self-assessment and to support a continuous quality improvement process. • Follow up on NM Early PreK/PreK ECERS-R/ECERS-E training topics and goals for classrooms during regularly scheduled consultation visits. • Provide enhanced/additional ECERS-R/ECERS-E training for programs receiving Differentiated Consultation and Support services with priority given to programs located within the Early Childhood Investment Zones.

Support the Procuring Agency in performance monitoring	Sub 2	<p>The Contractor shall:</p> <ul style="list-style-type: none"> • Work with Procuring Agency's Program Manager to administer agreement. • Attend monthly/quarterly NM Early PreK/PreK Leadership Team meetings. • Record and deliver meeting notes to Procuring Agency's Program Manager. • Train, supervise, and evaluate performance of NM Early PreK/PreK consultants/trainers. • Provide training attendance and evaluation reports to Procuring Agency's Program Manager. • Submit invoices on a monthly basis to Procuring Agency's Program Manager for review and acceptance.
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Objective #3: Provide differentiated program support, training and technical assistance to the state-funded Early PreK/PreK Programs in New Mexico that aligns with each programs current level of need and ability to sustain change by conducting consultant visits, targeted training sessions based on individual Continuous Quality Improvement Plans, and coordinating the child assessment process.

A. **DIFFERENTIATED CONSULTATION AND SUPPORT TO EARLY PREK/PREK CLASSROOMS THAT ALIGNS WITH EACH CLASSROOMS LEVEL OF NEED**

Deliverable #3.A	Due Date	Compensation
Differentiated consultation and support to Early PreK/PreK classrooms that aligns with each classroom's level of need	Monthly through June 30, 2016	\$45,166.00 per month. Annual amount shall not exceed \$542,000.00
Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION

<p>Provide differentiated consultation and support to Early PreK/PreK classrooms that aligns with each classroom's level of need</p>	<p>Sub 1</p>	<p>The Contractor shall:</p> <ul style="list-style-type: none"> • Review, update and implement NM Early PreK/PreK Consultant Guidelines. • Collaborate with NM Early PreK/PreK Leadership Team in case management and designation of the level of support for each CYFD NM Early PreK/PreK classroom. Assign each classroom to the Foundational, Concentrated, or Maintenance category of differentiated consultation and training. • Conduct a technology survey in every one of the 215 classrooms CYFD NM Early PreK/PreK classroom to determine the capacity for virtual consultation. <p>Foundational Level classrooms will receive ongoing consultation and training as described in Deliverable #2.A, 2.B and 2.C, Subtasks 1 and 2.</p> <ul style="list-style-type: none"> • New Classrooms on the Foundational Level will receive ongoing consultation and training as described in Deliverable #2.A, 2.B and 2.C and Subtasks 1 and 2 plus additional support including: <ul style="list-style-type: none"> ○ One meeting with Consultant to assist programs and Early PreK/PreK Administrative Team in the development and implementation of a system that follows up on standardized NM Early PreK/PreK First Year Teacher Training. ○ Follow-Up Training in the spring semester for all NM Early PreK/PreK teachers and program administrators. This one day training will include a refresher on the NM Early PreK/PreK authentic observation-documentation-curriculum planning process and guided reflections on how this process is being implemented in programs. ○ Administrator Training (To be developed) A collaborative effort between CYFD/OCD and NM Early PreK/PreK Leadership staff to develop a training for administrators on various Early PreK/PreK requirements and administrative policies for successful early childhood programs.
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		<ul style="list-style-type: none"> • In the pilot, up to fifteen (15) Concentrated Level classrooms will receive ongoing consultation and training as determined on Deliverable #2.A, 2.B and 2.C, Subtasks 1 and 2, plus enhanced consultation and support services including: <ul style="list-style-type: none"> ○ Four (4) visits per month, two (2) of which may be virtual. ○ Monthly administrator meetings. ○ Training on how to use video recording technology. • In the pilot, up to eleven (11) Maintenance Level classrooms will receive ongoing consultation support and training as determined on Deliverable #2.A, 2.B and 2.C, Subtasks 1 and 2.4 including: <ul style="list-style-type: none"> ○ A minimum of three (3) visits per semester (on-site and/or virtual). ○ Subcontract with a consultant with knowledge and expertise in video-based practices in early childhood settings to develop and deliver training on video based consultation. In accordance with Article 20 of this Agreement, all subcontractors must be approved by the Procuring Agency. ○ Training on how to use video recording technology. <p>Video sharing and Continuous Quality Improvement.</p>
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<p>Support the Procuring Agency in performance monitoring</p>	<p>Sub 2</p>	<p>The Contractor shall:</p> <ul style="list-style-type: none"> • Attend monthly/quarterly NM Early PreK/PreK Leadership Team meetings. • Record and deliver meeting notes to Procuring Agency's Program Manager. • Train, supervise, and evaluate performance of NM Early PreK/PreK consultants/trainers. • Track and report on consultant services and submit to Procuring Agency's Program Manager for review and acceptance. • Compile and deliver NM Early PreK/PreK Training and Consultation Annual Report to Procuring Agency for review and acceptance. • Submit invoices on the approved and required format on a monthly basis to Procuring Agency's Program Manager. • Participate in the Procuring Agency Ongoing Monitoring process that includes: a) Observations of on-site consultation, training and technical assistance provided to programs; b) Interviews of consultants, management, PreK programs and families; c) Review of documents including but not limited to: consultation reports, site visitation notes, program support documents, financial records, etc. <p>The Procuring Agency shall:</p> <ul style="list-style-type: none"> • Attend monthly/quarterly NM Early PreK/PreK Leadership Team meetings. • Provide timely feedback and direction when requested by Contractor. • Provide payment on approved invoices on a monthly basis to Contractor. • Conduct the on-site (announced and unannounced) and desk reviews related to the PreK Consultation Ongoing Monitoring process that includes: a) Observations of onsite consultation, training and technical assistance provided to programs; b) Interviews of consultants, management, PreK programs and families; c) Review of documents including but not limited to: consultation reports, site visitation notes, program support documents, financial records, etc.
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All remaining articles of the original contract remain the same.

The total amount of the agreement shall not exceed **\$7,198,202.00**, including gross receipts tax.

Per diem and mileage, and other miscellaneous expenses, will be paid in accordance with the Department of Finance and Administration (DFA) Rule 2.42.2 NMAC.

Funding Information:

State General Fund

FY13: \$ 996,288.00

FY14: \$1,516,642.00

FY15: \$2,245,136.00

FY16: \$2,440,136.00

Total: \$7,198,202.00

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the signature by the required approval authorities below.

By: Monique Jacobson Date: 2/11/16
Monique Jacobson, CYFD Cabinet Secretary or Designee

By: Michael Heitz Date: 2/11/16
Michael Heitz, CYFD General Counsel, or Designee CYFD

By: Victor Leon Date: 2/11/16
Victor Leon, CYFD Chief Information Officer or Designee

By: Sandra Steckler Date: 2-11-16
Sandra Steckler, CYFD Chief Financial Officer

By: Julian Sandoval Date: 2/4/16
The Regents of the University of New Mexico
Julian Sandoval, Chief Financial Services Officer (A13-0394)